



TOWN OF HUDSON

Municipal Utility Committee

Bernie Manor, Chairman

Nancy Brucker, Selectmen Liaison



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Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: April 16, 2014

Attendees:

Bernie Manor, Chairman

Jeff Rider, Vice-Chairman

Leo Bernard

David Shaw

Robert Russell

Laurie Stevens, Town Engineer

Valerie Marquez, Water Utility Clerk

Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

Bill Abbott - excused

Nancy Brucker- Selectman's Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, April 16, 2014 at 5:00 pm, in the main meeting room of the Town of Hudson at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers. The Committee welcomed Laurie Stevens, our new Town Engineer.

1. Acceptance of Minutes

The minutes of the March 19, 2014 Municipal Utility Committee meeting were read and approved with minor corrections. A motion was made by Leo Bernard to "accept the meeting minutes for meeting dated March 19, 2014 as corrected." David Shaw seconded. The motion carried.

2. Financial Status – Water Utility

- A. The Cash Flow report through February 2014 was reviewed with no comments.
- B. The Expenditure report through March 2014 was reviewed. The legal fees expense will increase because of the on- going lawsuit. The "operation and maintenance" telephone and gas lines are currently over expended and some

charges are to be reclassified to the “supply” telephone and gas lines. A question was raised by Jeff Rider if the lines will show corrected after the reclassification. *Valerie & Barbara will address this question at the next meeting. –dlss*

- C. The Revenue report through March 2014 was reviewed with no comments.
- D. Pennichuck’s Water Operation report for February 2014 was reviewed with no comments. Laurie will attend her first meeting with Pennichuck officials at their next scheduled monthly meeting in May.

3. Old Business- Water Utility

- A. The review of the Water Utility Policies draft is being deferred. More updates are to be included.
- B. The approval of the Municipal Utility Committee By-Laws was deferred to the next meeting. Donna is to follow up on the status of the updated version of the Town Code. The BOS made changes to the membership and the terms of Committee members; different from the regulations of the former Water and Sewer Utility Committees. These changes must be officially incorporated into the Town Code before the Committee recommends approval of the By-Laws to the BOS.
- C. Review of default budget – Water Utility

The Committee was requested to re-review the default budget and make recommendations as to how they would prefer to transfer the available funds within the budgeted line items. Donna presented a list of suggested transfers for the Committee to review. The Committee made an additional suggestion and allotted \$1800 to the O &M association dues/fees line and reduced the O &M capital reserve line an additional \$1800 to balance the increase.

Bob Russell made motion and David Shaw seconded “to recommend the attached line transfers within the default budget to the BOS”. Motion carried.

4. New Business – Water Utility - None

5. Financial Status – Sewer Utility

- A. The cash flow report through February 2014 was reviewed with no comments.
- B. Expenditure report through March 2014 was reviewed with no comments.

- C. The Revenue report through March 2014 was reviewed with no comments.
- D. Balance of capacity remains the unchanged at 33,105 gpd.

6. Old Business – Sewer Utility

A. Review of Default Budget

As with water, the Committee was requested to re-review the default budget and make recommendations for line transfers within the default sewer budget. Donna presented a list of suggested transfers for the Committee's review.

Motion made by Bob Russell and seconded by David Shaw "to recommend the attached line transfers within the default budget to the BOS." Motion carried.

7. New Business – Sewer Utility -None

8. Other

- A. CIP project listing update.
The BOS approved the first three items listed as top priority at their last meeting.
 - A. Windham Rd. Booster Station
 - B. 1-2 mgd. Storage – Barretts Hill
 - C. 5200 l.f. 12" Water Main – Barretts Hill Rd.

These items will be presented to the Planning Board soon. Bernie mentioned that after some discussions with Jess Forrence, Supervisor of the Highway Department, the department may take on some of the outside maintenance items, other than painting, at the Gordon Street tank.

- B. Jeff Rider requested an updated Trustee report of the capital reserve accounts of both the Water and Sewer Utility. Donna will follow up.

9. Closing Remarks

- Leo informed the Committee that this will be his last meeting. His term is expiring and he did not reapply. The Committee jokingly responded by saying that he couldn't leave until he found someone to replace him!

Leo Bernard had been a long time member of the Water Utility Committee since it was established in 2004 and served as Chairman for many of those years. In other years, he held the position of Vice-Chairman. In addition to his volunteer service to the Water Utility Committee, Leo was appointed by the Board of Selectmen as a member of the Sewer Utility Committee in 2011 and held the position of Secretary. When both Committees were combined by the BOS in 2013 and named the Municipal Utility Committee, he continued on to serve as a member until the expiration of his term on April 30, 2014. The Committee sends many thanks to you Leo with appreciation for your dedication and service to the Town of Hudson!

- Jeff extended a warm welcome to Laurie Stevens our new Town Engineer.
- Laurie is looking forward to working with the Committee.
- Valerie informed the Committee that Invoice Cloud is now “live” for online bill payments. Notification inserts have been included with the April water bills and will also be included with the April sewer bills to be sent out later this month.

The meeting was adjourned at 6:15pm. The next meeting is scheduled for May 21, 2014.

Donna Staffier-Sommers
Sewer Utility Administrative Aide